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A&I HRD BULLETIN

July 2015

Interim A&I Human Resources Division

Effective July 6th, Erin Williams was appointed by Director Dean Fausset, as the Interim Human Resources Division Administrator in the Department of Administration & Information (A&I). Ms. Williams began her career with the Human Resources Division (HRD) as an intern in 1999 for the classification and compensation section. Later that year she was offered a permanent position and was promoted in 2011 to her current position as the Human Resources Supervisor for HRD.

As the interim administrator, Ms. Williams will be assuming all the authority and duties of this position until a new administrator is announced. *"I am honored to be chosen to fill in as the Human Resources Administrator until a permanent candidate is selected. I am committed to assisting our agencies in any capacity that is needed and look forward to working with you,"* stated Erin Williams.

"With Erin's experience, knowledge, and professionalism, I am confident she is fully equipped to set into this interim role successfully," added Dean Fausset, Director.

Should you have any questions regarding this appointment, please do not hesitate to contact Dean Fausset at (307) 777-6414.



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State of Wyoming Personnel Rules

Chapter 8 Grievance and Appeals for Permanent Employees

The state of Wyoming Personnel Rules, Chapter 8 Grievance and Appeals for Permanent Employees has been filed with the Secretary of State and are effective June 30, 2015. These new rules can be found on the A&I HRD's web page under the tab "Employee Resources" and Personnel Rules" or at this web Address: http://www.wyoming.gov/loc/06012011_1/employees/Pages/PersonnelRules.aspx

ALICE Training

Over thirty members of the HR community were trained in ALICE, active shooter response techniques on June 29th and 30th. Thank you to Kristin Davis, Kathy Hockett and Kevin Kulow of the Department of Health, Wyoming Life Resource Center, for traveling from Lander to help educate us in ways to be a survivor should an active shooter incident happen anywhere or any time. Specific techniques were demonstrated through scenarios using class participants, dark rooms and loud noises. Survival rates vary widely in active shooter situations, and participants learned how to improve their odds of survival.

This is a wonderfully low cost way to teach safety and survival skills to your staff. If you would be interested in hosting ALICE training for employees within your agency, you may contact Kristin or Kathy directly at the WLRC. They will provide the training at no cost to your agency if you can reimburse their hotel and per diem expenses for travel.

Additionally, to help facilitate the training of more state employees, Chris Bosselman, Training Coordinator, in the Department of Health, would like to host an ALICE Train-the-Trainer opportunity for state agencies in August or September. If you are interested, please contact Chris at 777.6795

Mark Your Calendar/Training

MSEC

E-VERIFY - August 10th at 1:30 p.m. at 6101 Yellowstone Rd.

We had over fifty responses to the survey on E-Verify sent to the HRD mailing list. There was a significant interest by state agencies in learning more about this system to verify I-9's submitted by new employees. HRD has arranged to have Michael Goodwin, Special Agent with the U.S. Immigration and Customs Enforcement of the Department of Homeland Security, speak to the HR community on Monday, August 10th at 1:30 p.m. at 6101 Yellowstone Rd. in the basement conference room of the old QWEST Building. He will present an overview of the E-Verify system and answer your questions. We will be sending a registration link soon, and we are planning to offer this through live streaming with Matt Nagy's technical expertise. We have also attached a summary of responses to the E-Verify survey in a table format for your information.

Overview and Update of current retirement system issues - Monday, September 14, 2015, from 1:30 p.m. to 3:00 p.m. at 6101 Yellowstone Rd.

Mike Bleakley and the Retirement System have offered to provide state HR with an overview and update of current retirement system issues. This training has been scheduled for Monday, September 14, 2015, from 1:30 p.m. to 3:00 p.m. in the Dept. of Health basement conference room of the Old Qwest Building. Tentative topics include the deferred compensation automatic enrollment, retired employee issues and the RAIN HR Portal. If you have any additional topics that you would like addressed during this presentation, you may contact Mike at the Retirement System. He will find the internal subject matter expert to discuss the issue. Give Mike a big thank you for offering to have his agency provide this informative update for the HR Community.

MSEC – Mountain States Employers Council

The Human Resources Division maintains a membership with this employer association in Denver. They are consultants, trainers, investigators assisting management for public and private sector employers. They have an extensive training catalog and hold classes in Denver and Fort Collins. The HRD has contracted with them in the past to bring the instructor to Cheyenne and provide discounted training without any necessity of travel. You may access their training catalog on their website www.msec.org

State agencies have also used their investigative services for very complex investigations where a neutral third party is better able to handle the issue. If your agency is interested in using more of MSEC's services, you may contact Kate Selby or Karla Smith in HRD. We will work with you to schedule employees for training or secure an investigation. Both of these services do have fees attached.

Classes have set fees, and investigations are negotiated fees. MSCE also does specialized surveys such as employee satisfaction that the state has used in the past. We can also request that a MSEC representative present an overview of services available at some time in the future if there is sufficient interest. It could be done in conjunction with one of the monthly HR training opportunities.

Defensive Driving Training Required

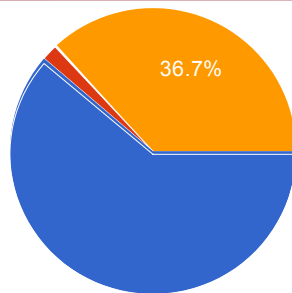
State employees must complete the [defensive driving course](#) before eligible to operate a state owned vehicle. This training must be renewed every three years.

Merit-Based Pay Adjustments Effective July 1

Letters with specifics have been sent interoffice to all employees. If you have not received a letter or have any questions please contact Human Resources. Check out this [video](#) explaining more in depth the distribution and history behind PMI. Please note the matrix in the video is from 2014, but the same principles apply.

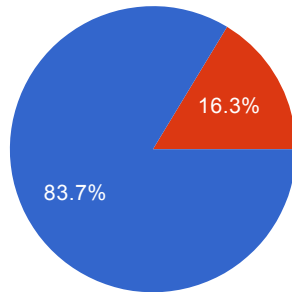
E-Verify Survey

Would you support state agencies having the ability to use the E-Verify system for I-9 processing?



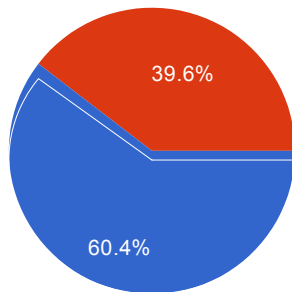
Yes	30	61.2%
No	1	2%
Maybe		
I need more information.	18	36.7%

Would you be interested in having a representative of the U.S. Citizens and Immigration Services present more information on the E-Verify system?



Yes	41	83.7%
No	8	16.3%

If the state moves forward with implementation of E-Verify, should we include and "opt out" option?



Yes	29	60.4%
No	19	39.6%

Do you have any comments regarding the E-Verify process that you would like to add?

I have used E-Verify with a previous employer and like the system. I think it streamlines the process. I think it would be a great direction to move in but feel that it should be standard process for all agencies.

I used E-Verify while working in Utah it is very easy and also very quick with the response

Wyoming Medium Correctional Institution and DOC have been using E- Verify for several months.

No, We are very interested

WDOC has been using E-Verify. I think all agencies should use the same process. Sounds like a great idea to help provide assistance especially to small agencies who only get new employees very rarely. I have utilized the E-verify system in the private sector. There is a timeline on submitting the information into the system for new hires. It's one more item to remember when in-processing a new employee that has potential ramifications if this step is forgotten...none

I have heard there has been a lot of issues with E-verify. If they have the bugs fixed and it is not onerous, I guess it would be okay. We have only had 2 EEs that were foreign born in the 25 years I have been here. One had a green card and became a US Citizen and the other was an intern on a student visa. born. One had a green card and then became a US citizen and the other was an intern on a student visa.

With the last question, I suppose you would give agencies an opportunity to "opt out"? Please clarify. Thanks!

Parts of our agency is currently using this system and I'm not the

If the state goes to e-verify, then it should be integrated with NeoGov, to include NeoGov pulling up the forms that would be required for the prospective employee to submit to the Social Security Administration if any inconsistencies are found in the e-verify check.

Response time are as fast as your memo indicates.

I believe it should be all or nothing.

We are not really a good survey participant for you because our responses are based on an agency with 1 FT position and 1 PT position. Sorry.

Leaving A & I HRD



Lori Mischan, current PMI Administrator will be leaving the State of Wyoming to pursue new career opportunities with a Fortune 500 company. Lori has had many successes since she was hired by the Division in 2011. Lori was

faced with an aggressive deadline of six months to create an entire performance management system and implement an electronic appraisal within Halogen when she took over the program. She not only met that deadline but also influenced statewide culture change regarding performance management. The system was built to accommodate the State of Wyoming structure, and training tools were created by Lori to enable our users statewide to be successful. Lori and her work with

Halogen earned an award for her outstanding dedication and commitment to a system and collecting metrics measuring results within the talent system. Now into our fourth year agencies are reaching out to expand their use by adding development plans, onboarding, policy acknowledgements, and tracking training.

Lori's new position will enable us to maintain a professional relationship with her in the future regarding Halogen and

performance management best practices. This relationship will enable us to continue with State of Wyoming's successes with PMI and Halogen. Her last day with us will be this Friday, July 10, 2015. The Department of Administration & Information, Human Resources Division wishes Lori tremendous success in her future endeavors.

Congratulations Lori and best wishes on your new career.

Wyoming Capitol Square Project



The Capitol Square Project is on

<https://www.facebook.com/WyomingCapitolSquare>

Wyoming Capitol Square Project?

<http://www.wyomingcapitol.info/Files/ExecSumFAQs.pdf>

Wyoming's Capitol Square - History and Function

<http://www.wyomingcapitolsquare.com/>



GPS System for State of Wyoming Motor Pool Vehicles

The State of Wyoming's Department of Administration and Information announces the implementation of Verizon's Networkfleet® GPS system for State of Wyoming motor pool vehicles. The GPS system, called "telematics," includes a GPS receiver as well as a secure cellular link to transmit vehicle location, speed, and mechanical condition information to the Networkfleet system.

The Department of Administration & Information is charged with improving the quality and efficiency of services shared by the other agencies of Wyoming's state government - such as Motor Pool and Risk Management — the two offices responsible for this project — and protecting the state's assets. While telematics is new to the State of Wyoming's motor pool vehicles, it has been used for years by the Wyoming Department of Transportation and in commercial vehicles operating cross the state.